



**City University of Hong Kong  
Student Residence Office**

**Application for Withdrawal from Student Residence – Ma On Shan Compound**

**For Research Degree Students**

**A. Personal Particulars**

<b>Name in English</b>									
<b>Student Number</b>								<b>Gender</b>	<input type="checkbox"/> Male / <input type="checkbox"/> Female
<b>Current Hall &amp; Room</b>	Hall_____ Room_____ Bed_____			<b>Contact No.</b>					
<b>Intended last day of stay</b>									

**B. Reasons for Withdrawal (please  where appropriate):**

- Study arrangement  Financial difficulty  
 Family issue  
 Residence related problems, e.g. roommate/ flatmate relationship  
 Others, please specify: \_\_\_\_\_

**C. Your New Residence (please  where appropriate):**

- Off-campus accommodation in Hong Kong  Back home  
 Others: \_\_\_\_\_

**Policy:**

a) Early withdrawal (Fees & payment of Part v)

Once research residents intend to check out earlier than the last date of stay originally approved by SRO (normal residential year end by 12:00 noon, 16 August every year), they are required to notify SRO by submitting the completed withdrawal form to SRO service counter or via email (sropga.mos@cityu.edu.hk) at least one month before their new intended last date of stay.

After receiving the completed withdrawal form, SRO will vet and formally approve the last day of stay as well as advise the last month of hall lodging fee for Early Withdrawal.

Further to Hall fees collection Part iv Point d, only upon SRO's formal approval, the last month of hall lodging fee for Early Withdrawal is charged/based on the SRO's approved last day of stay, i.e. for check-out before/on the 16th day of month by noon, the residents are liable to pay one-half of the monthly hall lodging fee, while for check-out after the 16th day of the month, the full month of the hall lodging fee shall be charged.

Calculation is illustrated [here](#).

b) Hall Fee Collection (Fees & Payment of Part iv Point b & d)

Hall lodging fees are collected on a monthly basis by debiting from the student's personal bank account/ CityU Pay.

The last month's hall lodging fee will be calculated as follows:

Residents have to pay one-half of the monthly hall lodging fee if they check out at any time on or before 12:00 noon on the 16th day of the month, otherwise residents shall pay a full month's hall lodging fee if they check out at any time after 12:00 noon on the 16th day of the month.

I have read and hereby agreed to accept and comply with the aforementioned policy on hall charges.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date